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**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
HEALTH RESOURCES AND SERVICES ADMINISTRATION**

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**Position Title, Payplan, Series and Grade:**  
**Public Health Advisor, GS-685-12**  
**(2 VACANCIES)**

**Announcement Number: HRSA 01-082**

**Salary Range Including Locality Rate:**  
**GS-12: \$54,072 to \$70,290 (Per Annum)**

**Opens: 06/11/01**

**Closes: 06/22/01**

Under the Federal Equal Opportunity Recruitment Program (FEORP), minorities, women and/or persons with disabilities have been found to be under represented in this job category. Individuals who are members of these groups and meet eligibility criteria are encouraged to apply.

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**Area of Consideration: Open to the General Public**

(CTAP and ICTAP employees within the local commuting area will be considered.)  
Non-status applicants will be considered for this vacancy.

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**Organizational Location and Duty Station:** DHHS, HRSA, Office of Field Operations, Northeast Cluster, Boston, MA

**Promotion Potential:** ☒ No ☐ Yes to Grade:\_\_\_

**Relocation Expenses:** ☐ will ☒ will not be paid.

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**Note: This vacancy announcement may be used in filling similar positions.**

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**Description of Assignment:** The incumbent of this position serves as the designated resource and principal contact for matters affecting the public health projects/programs, including primary care, maternal and child health, HIV/AIDS, rural health, health and other health related programs designed to increase access for underserved populations in the Northeastern United States. Serves as a program representative for public health programs in dealings with state and local governments, and with various public, nonprofit, and private agencies, institutions, and organizations to provide program expertise, guidance and leadership on matters relating to the improvement of their public health activities. Provides assistance on the maintenance and improvement of existing public health activities such as the analysis and evaluation of operating health and health-related activities, guidance on the continuation of program support, advice and assistance on upgrading public health services and standards. Reviews and evaluates public health programs, including evaluating legal compliance with program requirements. Recommends program strategies, modifications or improvements; identifies problems and negotiates corrective action. Plans, promotes, and develops public health projects/programs by stimulating activity and providing leadership to agencies and organizations in the development, extension and improvement of their health care systems, strategies and services. This involves analyzing existing or proposed systems, methods and resources to accomplish such improvements. Serves as field consultant or advisor with direct responsibility for program direction, guidance, review, assistance and consultation provided to national, state, and/or local agencies and organizations in the development, extension and improvement of their public health care systems and services. Utilizes a knowledge of community-based systems, unmet community health needs, state and Federal programs, pending legislation, etc., to coordinate community public health endeavors.

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**DHHS Is An Equal Opportunity Employer**

**HEALTH RESOURCES AND SERVICES ADMINISTRATION**

**Vacancy Announcement HRSA-01-082**

**Qualifications Required: U.S. CITIZENSHIP IS REQUIRED.** Applicants must have 52 weeks of specialized experience at least equivalent to the next lower grade level. Specialized experience is that which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. Experience that provided:

- \*Knowledge of organizational, operational, and programmatic concepts and practices applied by public, private, or non-profit agencies and organizations engaged in public health or other health related activities.
- \*Knowledge of the methods, processes, and techniques used to develop and deliver public health or health-related programs in state and local settings.
- \*Knowledge of a specialized public health program.
- \*Knowledge of, and skill in, the application of administrative or analytical methods and techniques necessary for working within the framework of a public health or related organization and carrying out specific program functions.
- \*Skill in oral and written communications, gathering and conveying information, making oral presentations, and preparing reports, correspondence, and other written materials.

Complete qualifications standards are available in most Federal Personnel Offices. Candidates must meet time-in-grade requirements. All required qualifications must be met no later than 30 days from the closing date of this announcement.

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#### **Evaluation Method:**

Applicants who meet the basic qualification requirements described above will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities and supervisory appraisal, etc. indicate they possess the knowledges (k), skills (s), and abilities (a) described below. All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the KSAs either on their applications/resumes or as a separate attachment. The information provided will be used to determine the "best qualified" candidates.

#### **1. Knowledge of public health and community oriented primary health care concepts, practices, and delivery systems.**

Reviews and evaluates public health programs in the community setting. Provides overall program direction, guidance, and assistance to state and local agencies in the development and improvement of their public health care systems and services.

#### **2. Ability to serve as liaison with sponsoring and supporting organizations.**

Maintains liaison and interacts with local, state, and Federal agencies, educational institutions, professional associations, and community organizations to improve responses to the service delivery needs of underserved and vulnerable populations.

#### **3. Ability to communicate in writing.**

Performs on-site reviews, writes reports, answers correspondence, analyzes and reports on gathered data, identifies and analyzes trends of local and regional significance.

#### **4. Ability to communicate orally.**

Performs on-site reviews, makes oral presentations, advises grantees on requirements. Provides technical guidance to state and local officials.

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All qualified candidates will receive consideration without regard to race, color, sex, national origin, marital status, age, religion, labor organization affiliation or non-affiliation, or non-disqualifying physical handicap, political affiliation, or sexual orientation.

**Vacancy Announcement HRSA 01-082**

#### **HOW TO APPLY**

The Federal Government does not require a standard application form for most jobs, but we need certain information to evaluate your qualifications. You may apply using a resume, "Optional Application for Federal Employment," or any other application form you choose including the SF-171, Application for Federal Employment, which was previously required. Your application or resume speaks for you so be sure it fully addresses all the qualifications required for the announced position. You may lose consideration if your application or resume does not provide **ALL** the information requested.

If the area of consideration indicated on page 1 of this vacancy announcement is not restricted to HRSA employees, persons with disabilities, disabled veterans and certain Vietnam era and post-Vietnam era veterans and "Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service," may apply and be eligible for employment consideration under special appointment authorities. Such applicants should clearly indicate on their application/resumes the type of appointment sought. Persons with reinstatement eligibility will also be considered.

PHS Commissioned Officers may indicate interest in performing the duties of the position within the Commissioned Corps by submitting a resume. The vacant position must be deemed appropriate by the PHS Commissioned Corps for assignment of Commissioned Officers to it.

If applications for this vacancy are being accepted from the general public (inside and reinstatement eligibles [status] and applicants outside of the Federal Government [non-status]), all status candidates who wish to be considered under both internal merit promotion procedures and Office of Personnel Management's competitive procedures must submit two completed applications. When only one application is received, it will be considered under the internal merit promotion procedures only.

Applications must be either postmarked or received in the Personnel Office by the closing date of the announcement. Applications become the property of the HRSA Office of Human Resources and Development.

**Submit applications to:** **HRSA Office of Human Resources and Development**  
**Parklawn Building, Room 14A46**  
**5600 Fishers Lane**  
**Rockville, Maryland 20857**

For additional information, please contact the HRSA Staffing Unit on (301) 443-5460 OR (301) 443-3143 for TDD.

**APPLICANT BACKGROUND SURVEY** - We are requesting that applicants complete the attached **APPLICANT BACKGROUND SURVEY** and submit it with their application. The survey is used to collect and analyze data involving race, sex, age, disability, and national origin from applicants for employment. However, completion is VOLUNTARY and will in no way impact on consideration.

**CERTAIN JOBS REQUIRE ADDITIONAL FORMS. IF ONE OF THE FOLLOWING FORMS IS CHECKED, YOU MUST INCLUDE IT WITH YOUR APPLICATION FOR THIS VACANCY:**

☒ Performance Appraisal (if currently employed by the Federal Government);

☒ Possession of the specific KSA's *cited for this vacancy* should be addressed in your application/resume or as an attachment;

☐ Office of Personnel Management (OPM) Notice of Results;

☐ Photocopy of college transcript or a list of college courses specified as required qualifications for this vacancy. The list of college courses must indicate the completion date, grade and credit hours received.

☒ SF-50, Notification of Personnel Action Requested of reinstatement eligibles to demonstrate proof of career or career-conditional status;

☐ OPM Form 1170/SSW-32 "Supplemental Qualifications Statement of Typing and Shorthand Skills";

☐ Other \_\_\_\_\_.

(Rev. 09/99)

**YOUR APPLICATION OR RESUME MUST CONTAIN**

**JOB INFORMATION**

Announcement number, and title and grade(s) of the job for which you are applying.

**PERSONAL INFORMATION**

- Full name, mailing address (with zip code) and day and evening phone numbers (with area code)
- Social Security Number
- Country of citizenship (Most Federal

jobs require United States citizenship.)

- Veteran's preference
- Reinstatement eligibility (Attach SF-50 for proof of your career or career-conditional status.)
- Highest Federal civilian grade held (Also give job series and dates held.)

#### **EDUCATION**

- High School (Name, city, and State (Zip Code if known); date of diploma or GED)
- Colleges and universities (Name, city, and State [Zip Code if known]; majors; type and year of any degrees received [If no degree, show total credits earned and indicate whether semester or quarter hours.])
- Send a copy of your college transcript only if the job vacancy announcement requests it.

#### **WORK EXPERIENCE**

- Give the following information for your paid and non-paid work experience related to the job for which you are applying. (Do not send job descriptions.)

-Job title (include series and grade if Federal job)

-Duties and accomplishments

-Employer's name and address

-Supervisor's name and phone number

-Starting and ending dates (month and year)

-Hours per week

-Salary

- Indicate if we may contact your current supervisor.

#### **QUALIFICATIONS FOR MEDICAL/DENTAL OFFICERS**

- Type of degree (e.g., M.D.) and date received (Month, Day, Year).
- If your degree was received in a school outside of the U.S., have you passed the examination given by the Education Council for Foreign Medical Graduates? Date of ECFMG Certificate, if applicable (Month, Day, Year).
- Residency Training and Fellowship? Name of Specialty? Dates attended? Date certificate received? Give Month/Year.
- Are you eligible for certification by an American Speciality Board? Are you Board certified? If you answer yes, furnish the following: 1) Name of Speciality Board; 2) Speciality; and 3) Date of Certification or Eligibility (Month/Year).
- Are you currently licensed to practice medicine and surgery or

dentistry in a State or Territory of the United States? If yes, specify the State or Territory.

#### **OTHER QUALIFICATIONS**

- **Job-related** training courses (title and year)
- **Job-related** skills, for example, other languages, computer software/hardware, typing speed
- **Job-related** certificates and licenses (expiration date[s])
- **Job-related** honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (Give dates but do not send documents unless requested.)

#### **VETERAN'S PREFERENCE**

- If you served on active duty in the United States Military and were separated under honorable conditions, you may be eligible for veteran's preference. To receive preference:
  - during any war (this means a war declared by Congress, the last of which was World War II);
  - during the period April 28, 1952, through July 1, 1955;
  - for more than 180 consecutive days, any part of which occurred after January 31, 1955, and before October 15, 1976;
  - during the Gulf War period beginning August 2, 1990, and ending January 2, 1992; or
  - in a campaign or expedition for which a campaign medal has been authorized, such as El Salvador, Lebanon, Granada, Panama, Southwest Asia, Somalia, Haiti, and Bosnia.
- Veteran's preference is not a factor when competition is limited to status candidates (current or former Federal career or career-conditional employees).

- To claim 5-point veteran's preference, attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility.
- To claim 10-point veteran's preference, attach an SF 15, Application for 10-Point Veteran's Preference, plus the proof required by that form.
- Information on veteran's preference is available in the VetGuide that is found on the OPM web site at ***www.opm.gov***.

■HRSA provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the HRSA Office of Human Resources and Development at (301) 443-5460. The decision on granting reasonable accommodation will be on a case-by-case basis.

(Rev. 04-07-00)

#### **OTHER IMPORTANT INFORMATION**

- If currently not employed by the Federal Government and tentatively selected for a position, you will be asked, before a final job offer is made, to complete a "Declaration for Federal Employment" to determine your suitability for Federal employment and to authorize a background investigation. We will also ask you to sign and certify the accuracy of all the information in your application. If currently employed by the Federal Government and submitting a resume as an application, you will also be asked to complete a "Declaration for Federal Employment" to certify the accuracy of all the information in your resume before a final job offer is made. **If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.**
- If you are a male over age 18 who was born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries or annuities reduced. All employees must pay any valid delinquent debts or the agency may garnish their salary.

## DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation you may be entitled to special priority selection under DHHS **Career Transition Assistance Program (CTAP)**. To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) competitive or excepted service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. **You must submit a copy of the RIF separation notice or CES along with your application.**
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated. **You must submit documentation from your human resources office reflecting the promotion potential of your most recent federal position (e.g., position description cover sheet).**
3. **Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.**
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well-qualified for the position.  
**“Well qualified”** means: a displaced employee who meets the minimum qualification and eligibility requirements of the position (including any selective factors), and who will be further evaluated to determine the extent to which he/she possesses the knowledge, skills, and abilities (KSAs) to succeed in the position being filled. Under merit promotion procedures for non-bargaining positions, the displaced employee will be rated and ranked and a cut-off score will be used to determine the best qualified applicants. Under Merit Promotion procedures for bargaining positions, the displaced employee will be rated and ranked and must fall normally within the top four scoring applicants to be referred as the best-qualified applicants.

## **DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP)**

If you are a displaced Federal employee you may be entitled to receive special priority selection under the **ICTAP**. To receive this priority consideration you must:

1. Be a displaced Federal employee. **You must submit a copy of the appropriate documentation such as a RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package.** The following categories of candidates are considered displaced employees.
  - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
    1. Received a specific RIF separation notice; or
    2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
    3. Retired with a disability and whose disability annuity has been or is being terminated; or
    4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates “Retirement in lieu of RIF”; or
    5. Retired under the discontinued service retirement option; or
    6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
  - OR
  - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated. **You must submit documentation from your human resources office reflecting the promotion potential of your most recent federal position (e.g., position description cover sheet).**

3. **Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.** *(This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)*
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well-qualified for the position.  
**“Well qualified”** means: a displaced employee who meets the minimum qualification and eligibility requirements of the position (including any selective factors), and who will be further evaluated to determine the extent to which he/she possesses the knowledge, skills, and abilities (KSAs) to succeed in the position being filled. Under merit promotion procedures for non-bargaining positions, the displaced employee will be rated and ranked and a cut-off score will be used to determine the best qualified applicants. Under Merit Promotion procedures for bargaining positions, the displaced employee will be rated and ranked and must fall normally within the top four scoring applicants to be referred as the best-qualified applicants. Under delegated examining procedures, the displaced employee will be rated and ranked and must receive a score of 90 or better to receive selection priority.

**Eligibility for Special Selection Priority Expires:**

1. 1 year after separation;
2. 1 year after an agency certifies that an individual under 330,703(b)(3) cannot be placed - (a former career or career-conditional employee who was separated because of a compensable injury or illness as provided under the provisions of subchapter I of chapter 81 of title 5, United States Code, whose compensation has been terminated and whose former agency is unable to place the individual as required by CFR 353);
3. 1 year after an individual under 330.703(b)(4) receives notification that his or her disability annuity has been or will be terminated;
4. When the employee receives a career, career-conditional, or excepted appointment without a time limit in any agency at any grade level;
5. When the employee no longer meets the eligibility requirements (e.g., the employee is no longer being separated by RIF, or under adverse action procedures for declining a transfer of function or directed reassignment outside the local commuting area, or separates by resignation or non-discontinued service retirement prior to the effective date of the RIF; or
6. With the HRSA, upon declination of an offer to the employee by the HRSA or upon the failure of the applicant to respond within a reasonable period of time to an offer or official inquiry of availability.

(Rev. 09-99)



# Applicant Background Survey

## GENERAL INSTRUCTIONS

This data is used to collect and analyze data involving race, sex, age, disability, and national origin from applicants for employment. The information you provide will be used for statistical purposes only and will not in any way affect you individually. While completion of this form is voluntary, your cooperation is important to help ensure accurate information regarding employment practices. We ask you to answer each of the questions to the best of your ability. Print your answers clearly. Read each item thoroughly before selecting the appropriate response.

**A. Announcement number(s) and/or positions(s) for which you are applying:**

**B. Year of Birth:** 9 9 9 9

**C. For Agency Use**

**D. How did you learn about the position or exam for which you are applying? For example: radio, job fair, friend, newspaper, school counselor, etc.**

**E. Ethnicity**

9 HISPANIC or LATINO - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

9 NOT HISPANIC or LATINO

**F. Race (select one or more)**

9 AMERICAN INDIAN or ALASKA NATIVE - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.

9 ASIAN - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.

9 BLACK or AFRICAN AMERICAN - a person having origins in any of the black racial groups of Africa.

9 NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.

9 WHITE - a person having origins in any of the original peoples of Europe, the Middle East, or North America.

**G. Sex**

9 Male

9 Female

**H. Disability**

A person is disabled if he or she has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

9 I do not have a disability

9 Deaf

9 Blind

9 Missing extremities

9 Partial paralysis

9 Complete paralysis

9 I have a disability, but it is not listed (*specify*): \_\_\_\_\_

9 Convulsive disorder

9 Mental retardation

9 Mental or emotional illness

9 Missing extremities

9 Severe distortion of limbs

and/or spine

## PRIVACY ACT AND PAPERWORK REDUCTION STATEMENT

**Privacy Act Information:** This information is provided pursuant to Public Law 93-579 ("Privacy Act of 1974") for individuals completing Federal records and forms that solicit personal information. The authority is Title V of the U.S. Code, sections 1302, 3301, 3304, and 7201. **Purpose and Routine Uses:** This form is maintained in Privacy Act system records 09-90-0006, Applicants for Employment Records, HHS/OS/ASMB. The information in this survey is used solely for research and for statistical purposes to help ensure that agency personnel practices meet the requirements of Federal Law. No other uses will be made of this information. This form will be separated from other application materials upon receipt. **Effects of Non-Disclosure:** Providing this information is voluntary; no individual personnel selections are made based on this information. **Paperwork**

**Reduction Act Statement:** A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a current valid OMB control number. Public reporting burden for this collection of information is estimated to vary from one to three minutes with an average of two minutes per response, including time for reviewing instructions, and completing and reviewing the collection of information.